Position Title: Senior Event Coordinator

Department: University Meetings and Event (UME)

Reports To: Director, University Meetings and Events

The following statements describe the general nature and level of work. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All assignments listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Senior Event Coordinator is responsible for supporting UME with the entire event sales and service process for Clark Atlanta University. This position coordinates the one-stop service of all meetings and events from inquiry to invoicing, including scheduling, and oversight, and coordinates the University's internal and external event rental services, including space, AV, facilities, set-up, load-out, décor, internal and external catering, public safety, and parking.

The Senior Event Coordinator manages the events website, weekly reports, and other communication tools.

The Senior Event Coordinator will be directly responsible for internal/student events and meetings, logistics, scheduling services, onsite management all events as assigned (i.e., conferences, festivals, corporate visits, luncheons, dinners, funerals, memorials, retirements, celebrations, ceremonies, and receptions). The Senior Coordinator is the primary administrator of the Momentus software system.

Examples of Duties and Responsibilities:

Essential Functions:

1. Develop and execute a business plan for maximizing the use of facilities and services to generate additional income for the University:

   Manages all internal/student University meetings and events.

   Establish and maintain client relations. Conduct site visits and tours. Meet, greet and provide support during events;

   Maintains reporting systems and generate billing invoices;

   Coordinates the booked meetings and events business for CAU. Work with Residence Life on all residential areas' availability, use, and needs. Work with the Registrar's Office and Athletics regarding classroom, gym, and field spaces.

   Produces and distributes event summaries and maintain campus events calendar—administrator for the event software program.

   Prepares and calculate financial reports, including sales, receipts, purchase orders, and billing.

2. Direct and coordinate services and activities to support the smooth business operations of Meeting and Event Services:
Coordinate support services with other University departments to meet the contract needs of clients. Prepare catering requests (Sodexho), detail requests (Campus Security), work orders (Facilities, Building, and Grounds), and purchase orders for outside vendors; contract with external caterers if applicable. Oversee the billing and collecting of fees from all clients for space, equipment, food services, police services, and other related costs; Recruit, select, train, and assigns job duties to event staff.

3. Acts as the chief scheduler for all meeting and function spaces throughout the academic year:

Oversee reservation system for event and meeting rooms through the University scheduling software, including the approval of reservations for the event and meeting rooms on campus; Assure set-ups, media, and food requests have been submitted by the requestor; Work with end-users to resolve conflicts when necessary; Assure that Priority Events are given priority for scheduling each year.

Additional Functions:

Support the planning and coordinating of institutional events; Work with the Director, University Events, to plan and coordinate activities for Commencement and Convocation; Serve on Commencement Committee; Oversees summer camps and conferences; Oversees Market Thursdays and Special Markets; Perform other duties as assigned by supervisor.

Preferred Qualifications:

Hotel/Convention Center conference services experience is highly preferred.
CMP designation is highly preferred.
Must have experience with event scheduling software.
Adaptable while possessing excellent verbal, written, and communication skills, Ability to work closely with faculty and administrators. Familiarity with event management protocols, programs in Higher Education, and considerable technological skills. Successful candidates will be adept at juggling multiple assignments to meet deadlines; work collaboratively on a team in a fast-paced, self-guided environment. Identifies innovative and creative ideas for events through research, networking, and continuing education classes and responds to all facility rental requests promptly.

The Senior Events Coordinator works with the appropriate event lead(s) and support staff member(s) to ensure efficient, seamless planning and execution of exemplary events and related customer service.

Minimum Hiring Standards:

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<thead>
<tr>
<th>Education</th>
<th>Bachelor's Degree (B.A.) from a four-year college or University</th>
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<tbody>
<tr>
<td>Years of Experience</td>
<td>Two to Five years experience in hotel/convention center conference services, event planning, non-profit, public, or business sector is required or comestiate experience. CMP designation desirable.</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>Three</td>
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